

DRIVER SAFETY PROGRAM

LOSS PREVENTION UNIT
OFFICE OF RISK MANAGEMENT
DIVISION OF ADMINISTRATION
OFFICE OF THE GOVERNOR

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CONTENTS

DRIVER SAFETY

	Page
Introduction	3
Program Goal	3
Components of Louisiana's Driver Safety Program	3
Responsibility for Safety	5
Accident Reporting	6
Procedures for Enrolling Drivers	7
For Additional Information	7
Definitions	8
Authorization and Driving History Form	10
Conviction Codes for ODR	11

DRIVER SAFETY

Introduction

Because of the high cost of insurance purchased from private companies, the State of Louisiana through the Office of Risk Management devised a self-insurance program for its motor vehicles in 1980. Driver safety is designed to reduce the number and severity of accidents and thereby minimize the financial impact on state government.

The Office of Risk Management has developed a comprehensive Loss Prevention Program as required by R.S. 39:1543.1C for statewide implementation. The Driver Safety Program is part of the overall program. Its purpose is to address safety, control use of vehicles, reduce the State's exposure, reduce the loss expenses, achieve accountability, and meet the requirements of R.S. 39:1543.1F.

The following materials are included as an aid to assist administrators, supervisors, loss prevention coordinators, and agency or unit safety officers in managing and implementing safe driving by state employees. Definitions and forms are included and described later in this section of the manual.

Program Goal

The State of Louisiana is committed to a continuing, aggressive program of driver safety at all levels of state government. Driver safety is intended to increase safety awareness among drivers of state vehicles, to minimize the State's exposure to liability and financial losses, and to develop agency accountability for safe driving.

Components of Louisiana's Driver Safety Program

Agency Safety Policies and Procedures: Each agency is responsible for implementing a safe driving program. This program shall include rules concerning who should be permitted to operate motor vehicles under the agency's control. Policies must outline the roles and responsibilities of managers, supervisors, and employees in driver safety. These policies should be issued to all drivers and form the basis for the agency's Driver Safety Program. Only employees authorized by their agency head or designee should operate vehicles for agency business. Employees should only operate those vehicles for which they are licensed. The Loss Prevention Unit will provide guidance and direction to agencies in the development of effective driver safety policies.

It is the agency's responsibility to designate which employees are authorized to drive vehicles on state business. The authorization process shall include a review of the employee's motor vehicle driving record and their respective class of license.

The agency should also determine when driving responsibility must be taken away from an employee because of reckless operation of a vehicle or traffic violations. Only individuals possessing a current and proper class driver's license may be authorized by an agency to drive a motor vehicle on state business. High risk drivers shall not be authorized to drive vehicles. High risk drivers are those individuals having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea, or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve (12) month period.

All drivers of state vehicles must attend a driving course within three months of entering the program and must attend a refresher course at least once every three years unless their class of license requires other training or testing. Drivers who have violations on their motor vehicle records should be required to retake an approved driving course within 3 months of receiving the violation.

Communication/Organization: The Loss Prevention Unit will work with agencies in setting up the program within the agency and in training instructors who may teach the driving course for agency personnel. The Unit will also assist agencies in identifying positions and individuals who can assist in the driver safety program. The formation of safety committees will be encouraged to communicate the need for safe driving. The committees may also assist in the review and implementation of the agency's driving program.

Training: The Loss Prevention Unit will assist each agency in implementing driver safety training programs that address the needs of the agency. Instructor trainer courses are held periodically around the state for all agencies or upon request by an agency or agencies free of charge. Agencies must designate employees who will be required to take the driver training course taught by the agency certified instructors. The Unit will assist agencies in identifying training aids and resources that can be used for driver safety.

Accident Analysis: The Loss Prevention Unit will assist agencies in conducting investigations into claims resulting from accidents involving vehicles used on state business. The Unit also assists the Office of Risk Management's Claims Unit, upon request, in investigating accidents resulting in a claim.

Safety Audits and Record Keeping: The Loss Prevention Unit will assist agencies in reviewing and analyzing the motor vehicle program to ensure it is properly designed to have the intended impact. Data concerning the type, frequency, and amount of claims will be provided to the agency. By providing this data, the Unit assists the agencies in identifying where losses are occurring and how the losses can be reduced or eliminated.

The cost of insurance coverage assessed to each agency's budget is determined by considering three factors: 1) agency's exposure to risk, 2) frequency and severity of claims, and 3) implementation of a driver safety program.

Responsibility for Safety

The Loss Prevention Unit will assist agencies in organizing, directing, implementing, controlling and providing training for a driver safety program that minimizes the adverse impact of motor vehicle accidents.

Department and agency heads are responsible for implementation of the driver safety program and must stress the importance of the department's driver safety program to all employees. Department heads or their designee are responsible for reviewing driver records and identifying employees authorized to drive state vehicles. They are also responsible for conducting annual reviews of all drivers to determine whether they should continue to operate state-owned vehicles and to verify that each driver has a valid and properly classed driver's license. Employees who drive their personal vehicle, on state business, shall be required to show proof of insurance. It is recommended that Department heads appoint the transportation coordinator to oversee this program. This appointment will assure coordination between the Driver Safety Program and the Fleet Management Program.

Department transportation coordinators plan, organize, direct, and control the driver safety program for the agency as required by PPM-63:Title 34, Part XI. These coordinators ensure that policies and procedures are established, that training courses are conducted, that driving records are maintained, and that reports reflecting the impact of the program are provided to the department head and supervisors. Agencies must furnish a list of employees authorized to drive to each audit location.

The departments shall make time available for each employee to attend the driver training course. Supervisors are responsible for seeing that all vehicles provided to these employees are in safe operating condition through a vehicle checklist and supervisors must insure the driver has proper class license for vehicle they operate.

They must ensure that all motor vehicle policies and procedures are followed and that reports are submitted on a timely basis.

Employees who are authorized to drive state vehicles are responsible for the safe operation of those vehicles and maintenance of all necessary records especially those as required by the CDL driver. They should report any unsafe condition or accident involving state vehicles to their supervisor and are responsible for having a valid driver's license for the class of vehicle they are operating. Employees must report accidents involving vehicles used on state business to their supervisors immediately. They must report a revocation of their driver's license or driving citations received immediately or within the next scheduled workday. Failure to report an accident, citation, or revocation may be cause for disciplinary action.

Accident Reporting

1. An accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred or who was responsible.
2. All accidents shall be reported to the next level of supervision by the vehicle driver having the accident on the day of the accident. If the driver is not able to complete the accident report, the driver's supervisor will complete the report for them. The Louisiana State Driver's Accident Report Form (DA 2041) must be completed within 48 hours after an automobile accident in a State-owned vehicle and/or a rented/leased vehicle used on State business and returned to the Claims Unit. A copy of the Uniform Motor Vehicle Traffic Accident Report (police report) should accompany the DA 2041 or should be sent to the Claims Unit as soon as it is received by the agency.

NOTE: The Louisiana State Driver's Accident Report Form (DA 2041) is a multi-paged form and, therefore, must be obtained from the State office of Forms Management in the Division of Administration.

FURTHER NOTE: CDL drivers must report directly to the Federal Department of Transportation in Dallas, Texas, if the accident involves a fatality.

3. Failure of a driver to report any accident may be cause for disciplinary action.
4. The supervisor of the individual having the accident shall review the accident

report within two working days of the accident and verify the accuracy of the report. Incomplete or inaccurate reports are unacceptable and shall be returned for completion or corrected information. The supervisor may have to aid the individual in completing the report. If the employee is injured the Incident/Accident Reporting Form (DA 2000) shall be filled out and accompany the DA 2041.

5. In investigating complex accidents, the supervisor should request assistance from their agency safety personnel or the Office of Risk Management.
6. The supervisor of the individual having the accident will, after reviewing the accident report, make a determination of whether the accident was preventable. The supervisor must consider what corrective action(s) is necessary for accidents thought to be preventable. The corrective action(s) may include: temporary suspension of driving privileges, special training, physical examination, etc. This should be noted immediately on the report.
7. Agency heads, or the designee, will review the Accident Report Form, the Uniform Motor Vehicle Traffic Accident Report (police report), if one was completed, and the Authorization and Driving History Form (DA 2054). The need for corrective disciplinary action may be considered on each accident where there was improper use of a vehicle.

Procedures for Enrolling Drivers

Upon approval by their supervisor the employee fills out the Authorization and Driving History form. The information on this form is used to acquire the Operator Driver Record (ODR) from the Department of Public Safety. The Authorization and Driving History form and the ODR is then submitted to the Agency head or designee who will review the driving record and sign the Authorization and Driving History form (DA 2054). If the employee is authorized to drive then they can be enrolled in a driving course. An ODR must be obtained from Department of Public Safety annually. The Authorization and Driving History form (DA 2054) must be dated and initialed when review is complete by the agency head or designee.

For Additional Information

For additional information call the Loss Prevention Unit at 225-342-8529.

DEFINITIONS

- A. Authorization and Driving History Form: This form is maintained by the agency on each employee who drives on state business. The form shows when an employee was authorized to drive, the type of vehicle the employee may use, and information on the employee's driving record. This form is also known by its Standard Form number, which is DA 2054.
- B. Accident form: This form is completed on an accident involving a state vehicle. It is critical that employees and supervisors understand their roles in reporting accidents and accurately describe what occurred in a vehicular accident. (DA 2054)
- C. Department Head: The highest authority within the branches of State Government.
- D. Agency Head: The highest authority within a subsidiary of a department.
- E. Designee: Individual(s) specifically designated by the department head to authorize employees to operate a State vehicle.
- F. Operator Driver Record (ODR): Record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing history of driver violations and accidents.

NOTE: There is a list of conviction codes following this section. These are the codes that could appear on an ODR, and are provided to assist in identifying high risk drivers.

- G. State Vehicle: Any licensed vehicle owned, leased and/or rented by the State of Louisiana. It also includes any privately owned vehicle used in the course and scope of employment.
- H. High Risk Driver: Individuals having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within a one year period.
- I. Current Driver's License: A current license issued by the State authority authorizing the designated person to drive a vehicle.

- J. Accident: Any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred or who was responsible.
- K. Transportation Coordinator: Individual appointed by the department as required by LAC Title 34, Part XI.
- L. CDL: - Commercial Driver's License as defined by the Federal Department of Transportation.

Authorization and Driving History Form

Name: _____
Address: _____
City: _____
Class License: _____
SSN: _____

Drivers License No: _____
License Office No.: _____
Expiration Date: _____
Date of Birth: _____
Issue Date: _____

Employed By: _____
Section: _____ Unit: _____
Job Title: _____

Immediate Supervisor's Name: _____

Phone number: (____) - ____ - _____

Is it this employee's primary purpose to drive vehicles? _____

Is a current Motor Vehicle Record attached? _____

Has it been verified as accurate? _____

Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? _____

Date of last Driver Training Course? Month _____ Day _____ Year _____

Class of License:

Endorsements:

Restrictions:

A: Combinations Vehicle : ()

T: Double Trailer : ()

L: Airbrakes : ()

B: Heavy Straight Vehicle: ()

P: Passenger Vehicle : ()

Others : ()

C: Light Vehicle : ()

N: Tank Vehicle : ()

D: Commercial Vehicle : ()

H: Hazardous Material : ()

E: Personal Vehicle : ()

X: Combination N+H : ()

USE OF PRIVATE VEHICLE FOR STATE BUSINESS

This is to certify that as a condition of driving my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by *LA. R.S. 32:900 (B) (S)*. I also understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Employee Signature

Date

AGENCY HEAD OR DESIGNEE STATEMENT

I have reviewed this individual's genuine need to drive a State Vehicle. In conducting this review, I have considered his/her driving experience, type of vehicle to be operated, and one year driving record. The attached operator's record has been verified as accurate and dated as necessary. I authorize this individual to operate the vehicles approved by the type of license above. This authorization must be reviewed one year from this date.

Agency Head

Date of Authorization

(or designated individual)

05/10/00

DA 2054

CONVICTION CODES FOR ODR

CODE	ABBREVIATION	DESCRIPTION
01	DWI 1 st	DWI 1 st Offense
02	REV VIOL	Violation of Revocation
03	ACC PROP	Accident Property Damage
04	ACC NO DMG	Accident No Damage
05	FL RND AID	Failure to Render Aid
06	NEG HOMCD	Negligent Homicide
07	HIT/RUN	Hit and Run
08	RECK OPER	Reckless Driving
09	SPEEDING	Speeding
10	FELONY	Felony
11	IMPRP PASS	Improper Passing
12	IMPRP TURN	Improper Turning
13	IMPRP LANE	Improper Lane Usage
14	FAIL TO YD	Failure to Yield
15	SIGNS-SIGS	Signs or Signals
16	ACC NO FLT	Accident No Fault
17	OTH MOV	Other Moving Violation
18	OPER SIGN	Operator Signals
19	AFFIDAVIT	Affidavit
20	DEF EQP NC	Defective Equipment/No Control
21	REST VIOL	Restriction Violation
22	DEPT ACT	Departmental Act
23	CRLS DRIV	Careless Driving
24	NEG INJURY	Negligent Injury
25	COMP SEC	Compulsory Security
26	DWI 2 nd	DWI 2 nd Offense
27	REF ALC AN	Refused Alcohol Analysis
28	FREQ VIO	Frequent Violations
29		
30	DUI MED	DUI/Medication
31	MED STMT	Medical Statement
32	SPEC EXAM	Special Examination
33	POS ILLSUB	Possession Illegal Substance
34	HAB OFFNDR	Habitual Offender
35	UNLW USE	Unlawful Use D/L
36	IMPAIRED	Impaired
37	OPER DISAB	Operator Disabled
38	IMP TOWING	Improper Towing
39	DWI 3 rd	DWI 3 rd Offense
40	MANSLAUGHTER	Manslaughter
41	UNLW DL	Unlawful Use D/L
42	UNLW DL	Unlawful Use D/L
43	ILL USE	Illegal Use of Motor Vehicle
44	FAIL STAND	Failure of Safe Driving Standards
45	MED REASNS	Medical Reasons
46	OUT ST AFF	Out of State Affidavit
47	WRIT PROM	Written Promise
48	IN LIEU OF	In Lieu Of
49	DWI 4 th +	DWI 4 th or More

50	SUB-TEST	Submit Test
51	VIO HO JUDG	Violation Habitual Offender Judge
52	VEH NEG INJ	Vehicular Negligent Injury
53	VEH HOMCDE	Vehicular Homicide
54	SC BUS VIO	School Bus Violation
55	PEND BLOOD	Pending Blood
56	DWI 894	DWI 894
57	FTA	FTA-Uncoded Viol Chg
58	DENY DPY 1	Denial Dr. Priv. Youth –1 st
59	DENY DPY 2	Denial Dr. Priv. Youth –2 nd
60	CANCEL DOE	Cancel DOE
61	CANC-PAR	Cancel – Requested by Parent
62	CANEL-VS	Cancel – Voluntary Surrender
63	FRAU AP ID	Fraudulent Application/ID
64	ALTERED ID	Possession of Altered ID
65	POS FIC ID	Possession of Fictitious ID
66	FELONY CMV	Felony Involving Use of CMV
67	FEL CS CMV	Felony Involving CS in CMV
68	SP CMV 15 +	Excessive Speeding 15MPH + CMV
69	CRL DR CMV	Driving Disregard Pers/Prop
70	RCK DR CMV	Reckless Driving CMV
71	FLW TO CLS	Following Too Closely
72	FTL AC CMV	Fatal Accident Violation CMV
73	DEF EQUIP	Defective Equipment
74	DEF HDLGHT	Operating Defective Headlights
75	DEF BRAKES	Operating Defective Brakes
76	DEF MUF/EX	Operating Defective Muffler/Exhaust
77	DEF TIRES	Operating Defective Tires
78	UN RUN VE	Leaving Veh Unattended Running
79	OVRLD PASS	Overload Passenger/Cargo
80	UNLWFL NS	Unlawful Noise
81	FL TO DIM	Failure to Dim Lights
82	WO RQD EQP	Operating W/O Equipment Reqd
83	FEL W/VEH	Using Veh Connection W/ Felony
84	AID FEL	Using Veh Aid/Abet a Felony
85	FL LV DIST	Failure Veh to Leave Suff Dis
86	FLW EM VEH	Following Emer Veh Unlawfully
87	FL PROP LN	Failure to Keep Proper Lane
88	DRV OFF RD	Driving Shoulder/Ditch/Sidewalk
89	IMP EN/EX	Improper Entry to/Exit from Traf
90	DP HRM SUB	Deposit Inj/Harmful Substance
91	LITTERING	Littering from Motor Vehicle
92	IMP START	Improper Starting from Prkd Pos
93	IMP BACK	Improper Backing
94	OPN DR TRF	Opening Veh Door in Traffic
95	CR FR HOSE	Crossing Firehose with Vehicle
96	NO PASS ZN	Passing in No Passing Zone
97	PASS WR SD	Passing on Wrong Side
98	FL SG PASS	Failure to Signal Pass
99	FL YD PASS	Fail to Yield Passing Vehicle

100	RK HAZ MAT	Reckless Transport of Haz Mat
101	COASTING	Coasting with Gears Disengaged
102	FL RPT ACC	Failure to Report Accident
103	FL SURR IT	Failure to Surrender Items
104	FL POSS DL	Failure to Keep DL in Poss
105	UNREG VEH	Operating Unregistered Vehicle
106	FL YD EMV	Fail to Yield Emergency Vehicle
107	FL YD UNSG	Fail to Yield Unsigned Intersec
108	UNLAW USE	Unlawful Use of Drivers License
109	FL YD PEDS	Fail to Yield Pedestrians
110	FL OFF INS	Fail to Flw Officer Instruction
111	PASS BRCDE	Passing Through Barricade
112	FL SAFT ZN	Fail to Observe Safety Zone
113	TMP SIG/SN	Tampering with Signs/Signals
114	DRAG RACNG	Drag Racing
115	DR FAST CD	Driving Too Fast for Conditions
116	SPD LS MIN	Speed Less Than Posted Minimum
117	RGT FR LFT	Right Turn From Left Lane
118	LFT FR RGT	Left Turn From Right Lane
119	DR W/O LIC	Driving W/O Proper License
120	AL UNLI DR	Allow Unlic Driver to Drive
121	WR ONE WAY	Wrong Way on One-Way Street
122	DR WRG SDE	Driving on Wrong Side of Road
123	WRG DR RTY	Driving Wrg Direction on Rotary
124	FLW CL CMV	Following Too Close CMV
125	SUS VIOL	Driving While Suspended
126	REC VIOL	Recurring Violations
127	REFUSAL 2 +	Refusal Alcohol Analysis 2 nd +
128	ERR LN CHG	Improper Erratic Lane Change
129	DR CMV .04 +	Driving CMV .04 +
130	DUI CMV	Driving Under Influence CMV
131	REF CMV	Refusal CMV
132	DUI CS CMV	DUI Controlled Substance CMV
133	LVG SC CMV	Leaving Scene of Accident CMV
134	DWI	DWI
135	DSABIL MIS	Disability Cond. Misc. CDL
136	EQUIP VIOL	Equipment Violation
137	EQUIP REGU	Equipment Regulation
138	FAT MISC	Fatality Miscellaneous
139	FELONY	Felony
140	FLW IMP	Following Improperly
141	HIT RUN	Hit/Run
142	IMP LANE	Improper Lane
143	LITTER	Littering
144	MISREPRE	Misrepresentation
145	MISCELL	Miscellaneous
146	PASS	Passing
147	RCK	Reck. Care. Neg. Driving
148	RQD RPT	Required Reports
149	REG. TITLE	Registration and Title
150	SUBTEST 2 +	Submit 2 nd and Subsequent Test
151	REP VIOL	Repeated Violations

152	RT WAY	Right of Way
153	SG CN DEV	Signs/Control Device
154	SGN INT	Signaling Intention
155	SPEED	Speed
156	TURN	Turns
157	VIOL REST	Violation of Restriction
158	WR WAY DIR	Wrong Way, Side, or Direction
159	ADM. SUSP	Administration Suspension
160	DENY DP 1	Denial Driving Privileges – 1 st
161	DENY DP 2	Denial Driving Privileges- 2 nd
162	AFFTESSTR	Tess Affidavit Tow/Rec
163	DWI 1 st BF	DWI 1 st Offense-Bond Forfeiture
164	DWI 2 nd BF	DWI 2 nd Offense-Bond Forfeiture
165	DWI 3 rd BF	DWI 3 rd Offense-Bond Forfeiture
166	DWI 4 th BF	DWI 4 th Offense-Bond Forfeiture
167	AFFTESSMC	Tess Affidavit – Motor Carrier
168	REF TO SUR	Refusal to Surrender ID
169	LND ID	Loaned ID Card
170	3 rd / 12 MN	3 Reckless Driving/12 Months
171	REF OSS	Refused Alcohol Analysis/OOS DL
172	REF OOS 2 +	Refused Alcohol Anal. 2 + /OOS DL
173	SUB OOS	Submit Test/OOS DL
174	SUB OOS 2 +	Submit Test 2 + /OOS DL
175	JUDG UNSAT	Judgement Unsatisfied
176	SEC REQ	Failure to Meet FR Requirements
177	FR REQ CV	Failure to File FR/Conviction
178	FR REQ	Failure to File FR
179	LEAVE SCN	Leaving Before Investigation
180	DISQ .04 +	Disq. Submit .04 – 1 Yr.
181	DISQ DWI	Disq. DWI – 1Yr.
182	DISQ REF	Disq. Refusal – 1Yr.
183	DISQ C S	Disq. Cntrld Substance – 1 Yr.
184	DISQ LVGSC	Disq. Leaving Scene Accdt – 1 Yr.
185	DISQ FLNY	Disq. Felony – 1Yr.
186	DISQ 04 + HZ	Disq. Submit .04 + /HZ – 3 Yrs.
187	DISQ DWIHZ	Disq. DWI/HZ – 3 Yrs.
188	DISQ REFHZ	Disq. Refusal/HZ – 3 Yrs.
189	DISQ C S HZ	Disq. DUI Cntrld Sbtnc/HZ – 3 Yrs.
190	CDL MISC	CDL Miscellaneous
191	DISQ L S HZ	Disq. Leaving Scn Accdt/HZ – 3 Yrs.
192	ACC. CDL	CDL Accident Information
193	WITHDRL CV	Withdrawal Notice Convictions
194	24 HR OOS	24 Hour Out of Service Order
195	DISQ 60	Disqualification 60 Days
196	DISQ 120	Disqualification 120 Days
197	DISQ 1 YR	Disqualification 1 Year
198	DISQ 3 YRS	Disqualification 3 Years
199	DISQ LIF	Disqualification Lifetime
200	FLEE SCENE	Fleeing the Scene
201	EVD NO LGT	Evading/Lights Off
202	RAN OFF RD	Ran Off Road

203	LIT BRN SB	Littering Burning Substance
204	SEX VIOL	Sex Violation
205	UNSAFE OP	Unsafe Operation
206	IMP DISPLY	Improper Display of Plate
207	OP EXP REG	Operating Expired Registration
208	UNLAW REG	Unlawful Registration
209	IMP DOC	Invalid Display of Registration
210	FRQ VIO PT	Frequent Violation Points
211	YLD SCH BS	Failure to Yield/School Bus
212	FAIL WARNG	Failure to Observe Warning
213	WRG SIGN	Wrong Signal
214	CANC SIGN	Failure to Cancel Signal
215	ERR SPEED	Erratic Speed
216	OPR NO CON	Operating Without Consent
217	ILL EQUIP	Illegal Equipment
218	FATAL VIOL	Fatal Violation
219	SUICIDE MV	Suicide Violation / Motor Vehicle
220	UNLAW USE	Unlawful Use of Drivers License
221	UNLAW USE	Unlawful Use of Drivers License
222	POSSESSION	Possession
223	POS AC 21	Possession of Alcohol < 21
224	POS TOB 21	Possession of Tobacco < 21
225	DOE MINOR	DOE Minor School Dropout
226	REV VIOL	Driving While Revoked
227	UNLW USE 1	Unlawful Use of DL/1 st Offense
228	UNLW USE 2	Unlawful Use of DL/2 nd or Subsq
229	FL RND AID	Fail to Stop/Render Aid w/ Injur
230	SUBMIT .04	Submit .04 - .09
231	FINC RESP	Financial Responsibility
232	FAIL MAINT	Failure to Maintain Control
233	NO LIGHTS	Driving With No Headlights